

External Audit Review Oversight Committee Minutes

December 7, 2015 – 10:00 A.M.

The meeting was called to order at 10:38 a.m. by External Audit Review Oversight Committee Chair, Donna Maly in Room 1A of the Administration Building.

Members present: Donna Maly, Russell Kottke, Glenn Stousland, and David Frohling.

Member excused: David Godshall.

Also present were: James Mielke, County Administrator, Bonnie Budde, Chief Deputy Clerk, Phillip Gohr, County Board Supervisor, Jeff Berres, County Board Supervisor, Janet Wimmer, Human Services and Health Director, Julie Kolp, Finance Director, Ken Kamps, Fiscal and Support Services Division Manager, Sheila Drays, Community Support Services Division Manager, and Alyssa Schultz, Clinical and Family Services Division Manager.

Maly certified that public notice was given for this meeting and complies with the requirements of Wisconsin's open meetings law.

There was no public comment.

Maly called upon Wimmer who provided information on the Baker Tilly Operational Review chart in the packet. She stated of the thirty three recommendations, there had been significant changes to nine of those recommendations.

Stousland questioned the rates of services - item three on page one of packet. Wimmer explained that rates are reviewed approximately every three years. Kolp asked if the rates of services needed County Board approval and Schultz responded that rate changes have not been brought before the Board and that all rates of services are approved by Wimmer. Frohling requested that the rates of services be reported to the County Board.

Kolp questioned whether the verbiage used on the Baker Tilly Operational Review chart in the packet was stated exactly as the Dodge County Human Services and Health Department Operational Review document presented to the County Board on October 22, 2015. Wimmer stated that the chart in the packet contained similar language. Maly and Mielke agreed that Kolp should research this.

Frohling and Maly asked Wimmer if there were any issues with any of the recommendations listed. Wimmer stated that she had no intention to bring action on item three, page four of the chart and that it should be handled at the committee and county board levels. The committee agreed with this assessment.

Maly asked for a timeline from Wimmer. Wimmer stated that written policies and procedures are in place and that many of the concerns are dependent on the new software to be implemented. She said it may take up to a year to complete the recommendations and the next significant update will take place in the first quarter of 2016.

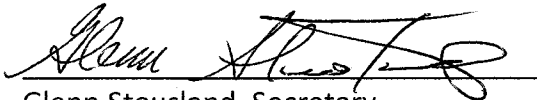
Maly questioned the Enterprise Resource Planning suite (ERP). Frohling commented that we need to be open to adjustments to get the most out of the new system. Maly stated ERP may have an impact on some of the items listed on the chart. Frohling and Stousland agreed that all systems will be interfaced and Kolp stated a joint effort will be needed to accomplish this.

Stousland questioned if billing entries have been caught up - item three on page one of the packet. Wimmer stated the new software will improve billing entry time from three months to one month. Frohling asked about the billing cycle. Kamps stated it will be the end of the month and the new software has a rolling billing cycle. Kamps said they currently reconcile manually and the new procedures in place have helped so far.

Stousland asked Wimmer what her plans were going forward. She stated there will be ongoing meetings with supervisors and staff, more complex division meetings, additional status updates on policies and procedures, and discussions regarding if additional services are needed from Baker Tilly. Kolp asked if Justin Joseph from Baker Tilly was an asset to the department while Kamps was on leave. Wimmer felt his opinions and insight had helped the department. Kolp requested from Wimmer a copy of the notes taken while Joseph was on staff. Wimmer will provide discussion notes to Kolp. Maly asked to meet with Kolp and Wimmer at a mutual time to be determined for further discussions.

Next suggested meeting is scheduled for Tuesday, March 15, 2016, at 10:00 a.m. in room 1A located in the Administration Building.

With no further business on the agenda, Chairman Maly declared the meeting adjourned at 11:17 a.m.


Glenn Stousland, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.